



## Department of Energy

Washington, DC 20585

April 11, 2006

Dear Parents of a Winning Middle School Science Bowl Student:

It is indeed an honor to contact you regarding preparations for the National Middle School Science Bowl scheduled for June 21-24, 2005, in Denver, Colorado. The entire staff at the Department of Energy, the National Renewable Energy Laboratory, and General Motors are very eager to meet your children and we look forward to interacting with such a vibrant and energetic group of young people. We feel that these students represent some of the best and brightest that our country has to offer. We commend you, as parents, for your commitment to education, which is evident by the accomplishments of these promising young scholars. Although it is our pleasure to host this event, and we hope that all of the teams have a great time coming to Colorado, it is very important that we stress that from June 21-24, the students will be participating in an academic event, NOT a family vacation.

Following are some important details to help you prepare your child for the national event:

### Travel

The Department of Energy will cover all costs associated with the travel of the four student team members, one alternate student, if applicable, and one coach. The costs include lodging, meals, air and ground transportation to and from the airport. Academic Research Management (ARM) will be making all travel arrangements for the middle school teams. The contact person at ARM is Mariann Bleazard and she can be reached at (801) 273-8911 or by E-Mail at [mariann@armanagement.org](mailto:mariann@armanagement.org). The team travel form is on-line and must be completed by the coach before travel arrangements can be made by ARM.

In addition, all forms requiring signatures must be completed by the parents, coordinator and coach and submitted by the coach before travel arrangements can be finalized. These forms can be found on the bottom of the Rules, Forms and Resources page at <http://www.scied.science.doe.gov/nmsb/RulesResources.htm>.

To fill out these forms, open the file, place your cursor on a line and type in the information. The "Tab" key will jump to the next field to be completed. When you have completed entering all of the required information, print out the page, complete the necessary signatures and dates, and provide the forms to the coach who will FedEx to Linda Lung at NREL, 1617 Cole Boulevard, MS-1713, Golden, CO 80401-3393. Phone: (303) 275-3044. **Please note, if you close the file, your text will not be saved.**

- [Team Commitment and Code of Conduct](#) (pdf) -(one form needed for each student, signed by student, parent, coach and coordinator)
- [Adult Code of Conduct](#) (pdf) -(one form needed for each coach and coordinator, signed by coach and coordinator)
- [Coach Medical, Emergency Notification, and Publicity Consent Form](#) (pdf) (signed by coach)
- [Student Medical, Parental Consent to Participate and Media Release Form](#) (pdf) -(signed by parent)

**PLEASE NOTE: ARM will NOT make any travel or lodging arrangements for family members.**



## Department of Energy

Washington, DC 20585

All students are required to travel with their team to the event in Denver, Colorado on June 21, 2006 and return home on June 24, 2006. Any exceptions to this must be requested by the parents by completing the enclosed Travel Waiver Request form and faxing it to Cindy Musick at (202) 586-0019. All requests for a travel waiver **MUST** be approved by Department of Energy (DOE) Program Manager, Cindy Musick. Please be aware that any additional travel or lodging costs resulting from these different dates will be the responsibility of the host facility, team or family. The approved waiver form will be on file at DOE headquarters and with ARM.

We have arranged for volunteers to meet the teams at Denver International Airport and assist them in boarding the charter buses that will take them to the University of Denver. The volunteers will be looking for teams by the baggage claim area for the individual flights. Teams that have only carry on luggage still need to go to the appropriate baggage claim area to find the volunteers who will get them on the charter buses. We are enclosing a bright colored luggage tag that we want the students and coaches to put on their luggage. The luggage tags will assist the volunteers at the airport to identify the National Middle School Science Bowl teams.

### Second Coach

The DOE will pay for one coach and up to five students per team. An exception for a second coach to travel with the team may be granted because of the gender ratio of the team members. For example, if a team is all boys and the coach is female, a male coach may also attend if desired. A travel waiver form for a second coach is provided to the coach. Any waivers for a second coach to travel with the team must be FAXed and approved by DOE headquarters (Cindy Musick, (202) 586-0019 FAX) prior to any travel arrangements being made. **The additional travel, lodging and meal costs associated with the second coach will be the responsibility of the host facility or team.**

### Family Travel Arrangements

If family members are interested in traveling with the team, the family will need to make their own travel arrangements. Academic Research Management (ARM) will NOT be making any travel arrangements for family members. If student teams plan to arrive early or stay late as a team, teams must first have a travel waiver approved by Cindy Musick and will be responsible for local transportation and lodging costs.

**PLEASE NOTE: all teams must travel to the competition together and return home together. Any exceptions to this must be pre-authorized before travel arrangements are made.**

If a student and his/her family plan to stay after the competition, a student travel waiver **MUST** be signed and approved and on file with Academic Research Management (ARM) and the Department of Energy staff. If families want their child to travel with them after the competition, the students and family will be responsible for their own transportation home and any associated costs. The competition is officially over on Saturday, June 24<sup>th</sup> when the teams board the buses in the afternoon, following the Awards ceremony and luncheon. The Department of Energy is liable and accountable for every student and coach for the entire competition time from team arrival on June 21 to team departure on June 24.

If you are planning to travel to Colorado, we recommend a rental car for ground transportation. The University of Denver is quite a distance from Denver International Airport and taxi or shuttle fares are quite expensive. The website for information pertaining to shuttle service is <http://www.supershuttle.com>. Family members will **NOT** be allowed to travel on the charter buses with the teams; the buses are reserved for the coordinators, coaches and students **ONLY**.



## Department of Energy

Washington, DC 20585

### **Lodging**

All students and coaches will be staying at the University of Denver (DU), in Denver, Colorado. Housing arrangements have been made at the residence halls, which are dorms used by college students during the school year. The room arrangements are laid out in floors of 36 rooms per floor with 3 bathrooms per floor with approximately 3 shower stalls per bathroom. Each floor of the residence halls will be separated by gender. There will be girls only or boys only on each floor, with adults of the same gender housed on the same floor with them.

Sheets and pillow cases will be provided for each participant, but not towels. If any sheets or pillow cases are removed from the rooms, the individual participant will be charged for the cost of the missing linens.

Students will be provided residence hall keys and meal tickets at time of registration. Keys must be returned to the University of Denver or the participant will be charged for the key, which is \$60. Lost meal tickets will incur a \$10 charge for replacement. **Students will be responsible for these additional charges.**

**PLEASE NOTE: since a few teams have both boys and girls, some students will be housed with team members from another competing team.**

We will make sure that the team coach is housed as close as possible to the student team members. Some regional coordinators and a full time nurse will also be staying in the dorms, so there will be plenty of adult supervision and guidance, when needed.

**PLEASE NOTE: Lodging will NOT be available for family members at DU.**

Rooms at DU will NOT be available for students and coaches either before the teams register on June 21 or after the event ends on June 24.

The Residence Halls are staffed 24 hours a day so parents may call the DU Johnson-McFarlane Residence Hall at (303) 871-2183. If students want to call home, they will be allowed to call home after they are situated in the residence halls.

### **National Event**

The National Middle School Science Bowl consists of two parts: 1) the academic question and answer tournament, and 2) racing a model hydrogen fuel cell car (teams will bring a completed car to Colorado; however, there will be opportunity for modifications and fine-tuning at the event). Teams are required to compete in both competitions, with prizes awarded to the top three teams in each event. Both the car race and academic competitions are open to the public. DOE/NREL staff, General Motors Engineers, and undergraduate students will provide all participants with assistance to ensure that each team has a running car. No unauthorized adults (including coaches and parents) will be allowed to participate with the students in the car modification sessions.

We are enclosing the tentative Agenda for the National Middle School Science Bowl.

### Team Registration and Meal Tickets

On-site team registration will be open at 11:00 a.m. on June 21 inside Johnson-McFarlane Residence Hall. **No team will be registered until all team members and coach(es) are present.** Each team member (students and



## Department of Energy

Washington, DC 20585

Coaches will receive a meal ticket to be used for all meals at DU. NO meal tickets are available for parents and others who may be staying at nearby hotels. There are a number of eateries in the surrounding neighborhood adjacent to the university. Family members may purchase a ticket for the awards banquet which will cost approximately \$25.00. Awards Banquet tickets can be purchased during the registration time from 1:00-4:00 p.m. at Johnson-McFarlane Residence Hall on Wednesday, June 21. There will be no tickets sold for individual meals. DU takes only cash for the Awards Banquet tickets.

### Dress

For Wednesday, June 21, all teams may wear casual attire (no jeans with holes, bare midriffs or flip flop sandals). When the teams are traveling, please have them wear their school T-shirts, if they have one. Each team member will be receiving an official National Middle School Science Bowl T-Shirt which they will wear for all activities on Thursday, June 22, including local tours and the car race. On Friday the teams will wear their Regional T-shirts for the first day of the academic competition. Dress for Saturday, June 24, will be business attire

- men: dress trousers, tie, and shirt
- women: dress, blouse and skirt, business suit or dress slacks and blouse

### Team Commitment

Enclosed is a sample Team Commitment Form, that will be signed by each team member, parent and coach prior to the event and prior to the travel arrangements being made by ARM. ALL team members and coaches are expected to attend ALL activities and meals during the competition. No student or teacher is to leave the University of Denver campus during the official period of the National Middle School Science Bowl. The event time begins on Wednesday, June 21 when the team boards the plane (or local transportation) and ends on Saturday, June 24 after the awards ceremony and when the teams board the buses. This is the ONLY time that parents may pick up their child

**PLEASE NOTE: Any rules, behavior, or code of conduct violations observed throughout the three day event, will be reviewed by a Code of Conduct Committee. All decisions by the committee will be done in private, and the final decision of the consequences of the rules infraction will be delivered privately and confidentially. This may result in disqualification of the team from the competition or the student/s being sent home at the parent's expense.**

### **What to bring to Colorado:**

#### Clothing

- ✓ Casual Clothing
- ✓ Light Jacket
- ✓ Sneakers
- ✓ Pajamas
- ✓ Rain Jacket
- ✓ Swim suit (swimming is an optional activity on Wednesday evening)
- ✓ Beach or pool towel (if going swimming)
- ✓ Regional Science Bowl T-shirt and/or School T-shirt
- ✓ National Science Bowl T-shirt (Provided at registration in Colorado)
- ✓ Dress Clothes for the academic competition and awards ceremony
  - Boys – collared shirt, tie, and dress shoes (no tennis shoes, if possible)
  - Girls – dress or nice pants and blouse (no midriff tops, no flip flop sandals)

#### Toiletries

- ✓ Towels (bath, hand and wash cloth...no towels will be provided in the residence hall)
- ✓ Sun Screen
- ✓ Shampoo
- ✓ Soap
- ✓ Toothbrush



## Department of Energy

Washington, DC 20585

- ✓ Toothpaste
- ✓ Deodorant
- ✓ Other toiletries as desired or needed

### Miscellaneous

- ✓ Sunglasses
- ✓ Textbooks (Optional)
- ✓ Extra Money (Optional if students want to purchase additional food or souvenirs)
- ✓ Optional Comfort Items: Pillow, lucky trinkets, and a blanket (additional blankets are also available in the dorms upon request)

If you have any questions, please contact me by phone at 202-586-0987, or by E-mail at [Cindy.Musick@science.doe.gov](mailto:Cindy.Musick@science.doe.gov). You may also contact Linda Lung by phone at (303) 275-3044 or by E-mail at [Linda\\_Lung@nrel.gov](mailto:Linda_Lung@nrel.gov). We look forward to meeting your children in June.

Sincerely,

A handwritten signature in black ink that reads "Cindy Musick". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Cindy Musick  
Program Manager  
Office of Science

### Enclosures

What to Expect at the National Middle School Science Bowl Flyer  
Travel Waiver Request Form  
Second Coach Waiver Form (coach only)  
Sample Team Commitment Form  
Draft Agenda  
Luggage Tag

cc: Regional Coordinators  
Team Coaches